

**Office of Financial Institutions
EMAIL, INTERNET, and TELEPHONE USE**

I. PURPOSE:

The Office of Financial Institutions (OFI) provides access to the Internet and an electronic mail system (E-Mail) as part of its technology platform. This policy is to inform all OFI employees of expectations for appropriate use of these electronic communications systems, and use of OFI telephones and facsimile machines (FAX).

II. POLICY

A. All Communication Systems

1. All communication systems (E-Mail, Internet, telephone, and FAX) are the property of the Office of Financial Institutions (OFI) and are provided for use by OFI employees for business related purposes. Occasional personal use of these resources is allowed, provided such use does not interfere with the flow of business. Employees are expected to exercise good judgement and restraint in their personal use of these tools. No personal telephone calls or FAX transmissions may be charged to OFI.
2. Workplace discrimination and harassment prohibitions equally apply to all communications. Absolutely no obscenities, vulgarities, sexual communications, racial, age, disability, ethnic, religious or political beliefs, gender oriented communications, nor other defamatory, derogatory, or threatening information, is to be communicated, transmitted, downloaded, printed, or stored on OFI computers by any OFI employee.
3. Supervisors are responsible for monitoring their employees' work performance, including the efficient use of work time, proper use of communication tools, and adherence to office policies.
4. Employees should have no expectation of privacy with these tools.

B. Electronic Mail


1. All electronic mail records having administrative value to the agency must be printed and filed in the appropriate hard copy file.
2. Employees are prohibited from altering electronic messages, including any attachments, without authorization.

3. Employees are prohibited from sending electronic messages under another employee's name without authorization.

III. VIOLATIONS

Misuse or excessive personal use of these tools may result in disciplinary action against an employee and against supervisors who fail to adequately monitor their employees' workplace activities.

APPROVED BY:



John Ducrest, CPA
Commissioner